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Book	Policy Manual
Section	9000 - ByLaws
Title	Construction and Posting of Agenda
Code	9323
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~~**AGENDA CONSTRUCTION/MEETING MATERIALS**~~

~~The Superintendent of Schools shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the administrative staff. Any Board member who wishes to have an item included on the agenda shall notify the Board Chairman in sufficient time for the Superintendent to review the request with the Board Chairperson for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board.~~

~~The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.~~

~~Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's Internet website, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours' notice.~~

CONSTRUCTION AND POSTING OF AGENDA

I. Construction of Agenda

A. The Superintendent in cooperation with the Chairperson of the Board of Education (the "Board") shall prepare an agenda for each meeting of the Colchester Board of Education. When constructing the agenda for a regular meeting, the Superintendent and Board Chair shall consider whether it is necessary to include any or all of the following items:

1. Call to Order and Pledge of Allegiance
2. Additions to the Agenda
3. Report from the Superintendent
4. Public Comment
5. Priority Discussion/Action Items

6. Continued Discussion/Action Items
7. Consent Agenda
8. Reports from Board Committees
9. Reports from Board Liaisons
10. Board Announcements and Information Items
11. Public Comment on New Issues Raised or Subjects Developed
12. Adjournment

B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.

C. If at least three Board members request in writing that an additional agenda item be placed on the Board's agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

I. Posting of Agenda

A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.

B. An agenda will be posted at Town Hall, the Board's Administrative Offices, and on the Board's Internet web site.

C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal

Public Act 22-3, "An Act Concerning Meetings Under the Freedom of Information Act."

Conn. Gen. Stat. §1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions

Conn. Gen. Stat. §10-218 Officers. Meetings